

# BOX PARISH COUNCIL

**Mrs.M.S.CAREY**  
Clerk to the Council

**COUNCIL OFFICE**  
**THE PARADE**  
**BOX**  
**CORSHAM**  
**WILTS SN13 8NX**

**Office Hours**

Monday & Thursday  
9.30 – 12.30  
or by appointment

18<sup>th</sup> March 2025

Telephone: 01225 742356  
Fax: 01225 744049

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 24<sup>th</sup> March 2025** commencing at **7.00 pm** to consider the following Agenda.

Yours sincerely

*M. S. Carey*

**Margaret Carey**  
**Clerk**

## **AGENDA**

1. To receive any apologies for absence
2. To receive the Minutes of the Meetings held on 27<sup>th</sup> January 2025 and to consider any matters arising from the Minutes
3. Machinery and Tools – update
4. Office equipment/service provider
  - backing up procedure
5. Clothing and PPE - update
5. **Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**

### **Staff**

- Update on Open Spaces Worker/Cleansing and Maintenance Operative - induction programme
- Council Cleaner – update
- Discussion on timesheets - update
- Current Clerk's retirement schedule  
Timescale re advertisement, short listing, interviews and induction period
- Update – on how office hours are working and Clerk and Assistant Clerk note of hours worked
- Staff holidays - update

### **Items for discussion**

- Personnel Forward Plan and Asset Register - ongoing
  - Appraisal dates – the Appraisals process is currently being carried out
  - Training for Personnel Committee, policy procedure and legal guidelines – to be progressed after the Council elections
  - DBS Checks - update
  - Staff photos on website
6. Items of report and future Agenda items
  7. Date of next meeting: tba